

Trenching Permit Checklist - to Dig Up (Trench) City Right-Of-Way

Applicant: _____

Proj. Name: _____ TMK: _____

1 WHAT TO BRING:

- ☐ 1 set of plans of proposed work to scale showing:
- Location Map
 - North Arrow
 - Surface opening dimensions
 - Roadway/Sidewalk dimensions
 - Erosion and sediment control plans (ESCP)
 - Street name(s)
 - Closest intersecting street(s)
 - Street ownership(s)
 - All existing improvements
 - Specific location/address of work
 - **Restoration detail**
 - Typical details with notes
 - Title block on every sheet
- ☐ Emergency contact person name and telephone number (24/7) for project site.
- ☐ Other: _____

2 TAKE APPLICATION AND CLEAR OTHER AGENCIES AS REQUIRED:

- ☐ Complete application form (sections I, II, III, and VI of the SDD Master Application form, rev 07/2020).

3 RETURN TO PERMIT COUNTER WITH:

- ☐ Completed application form with **proper clearances** including Licensed Contractor Information
- ☐ 1 copy of plan as described above
- ☐ Trenching Permit Fee: \$ _____ (Cash or Check payable to City and County of Honolulu)
- ☐ ESCP Plan Review Fee: \$ _____ (Cash or Check payable to City and County of Honolulu)
- ☐ Appendix A (Designation of ESCP Coordinator and/or CWPPP)
- ☐ Project Schedule
- ☐ Bond Amount \$: Value of Excavation and Restoration in the Right-Of-Way

Bond **must** be on *City and County of Honolulu* Bond Form notarized by both Principal and Surety(ies) and posted by a bonding company licensed to do business in the state of Hawaii. Other forms of Sureties (e.g. Cashier's Check or Letter of Credit) may be submitted in lieu of bond. For submittal of Cashier's Check, include our Security Check in Lieu of Bond form specifying remitter information. (Acceptance of Surety is subject to approval by the Department of Budget and Fiscal Services)

- ☐ Insurance

Name the City as insured. Minimum coverages-property damage per occurrence, \$100,000.00 and injury or death, \$500,000.00. Certificate of insurance naming the City and County of Honolulu as additional insured is acceptable.

Certificate Holder:
City and County of Honolulu
650 South King St., Honolulu HI 96813
Attn: Dpp Permit Center (CEB)

4 ADDITIONAL REVIEW REQUIRED BY:

- ☐ DPP, Site Development Division, Civil Engineering Branch, Project Review Section
- ☐ Civil Engineering Branch signed sheets only
- ☐ One-Time-Review (OTR) acceptance stamp and OTR Compliance Letter
- ☐ DFM, Division of Road Maintenance, **(If trenching 200 lineal feet or more)**

Prepared By: _____ Date: _____

NOTE:

- ❖ A Street Usage Permit is also required from the Department of Transportation Services to close off any portion of the street or sidewalk area while performing work. For more information call the Street Usage section at 768-8387.
- ❖ In addition per State Law, you must call the One Call Center (811 or 1-866-423-7287) at least five working days (excluding holidays and weekends), but not more than twenty-eight calendar days prior to commencing excavation.